

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	<u>Dufauchard, Preston</u>
Expense Dates	<u>04/05/10-04/29/10</u>
Total Expense Amount	<u>271.20</u>
Amount Due Employee	<u>271.20</u>
Form ID	<u>TEA000651735</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/05	Railroad Fare	29.60	
2)	04/13	Taxi Fare	10.00	
3)	04/18	Parking, Auto	17.00	
4)	04/26	Railroad Fare	30.60	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 04/05/10-04/29/10
Report Name Preston - April Claim

Request Total \$ 271.20
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 271.20

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Sacramento #2	214.60
Regular Travel	Sacramento	39.60
Regular Travel	CFSP	17.00

NOTE: (d)=Direct Charge

DATE	Sun Apr 18									TOTAL
Parking, Auto	17.00									17.00
TOTALS \$	17.00									17.00

DATE	Mon Apr 5	Tue Apr 13								TOTAL
Railroad Fare	29.60									29.60
Taxi Fare		10.00								10.00
TOTALS \$	29.60	10.00								39.60

DATE	Wed Apr 21	Mon Apr 26	Thu Apr 29							TOTAL
Mileage, Personal Auto	92.00		92.00							184.00
Railroad Fare		30.60								30.60
TOTALS \$	92.00	30.60	92.00							214.60

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Sacramento	04/05/10	Railroad Fare	29.60	Cash
Regular Travel	Sacramento	04/13/10	Taxi Fare	10.00	Cash
Regular Travel	CFSP	04/18/10	Parking, Auto	17.00	Cash
Regular Travel	Sacramento #2	04/21/10	Mileage, Personal Auto	92.00	Cash
Regular Travel	Sacramento #2	04/26/10	Railroad Fare	30.60	Cash
Regular Travel	Sacramento #2	04/29/10	Mileage, Personal Auto	92.00	Cash

Travel & Expense Account Summary & Detail
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Comments	
Subject	Comment
Parking, Auto on 04/18/10 for 17.00	conference paid for hotel Corp paid for parking